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MEMORANDUM

20 March 1952

FOR : Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report - Period from Friday, 14 March to Thursday, 20 March 1952

I. Completed Projects

1.

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II. Projects in Process

1. Project 51-3, Summer Seminar on the Near East. Replies are being received from the various Offices nominating candidates and designating members of the Ad Hoc Selection Board. There are some replies still outstanding.

2. Project 51-13, Register of Training Activities. The project of IBM cards which record attendance and Agency personnel at the CIA Orientation Course is almost completed, and a new card is being prepared for use in registering those who attend the coming Orientation Course in April. This card will be submitted for approval early next week. A meeting has been arranged with [REDACTED] and [REDACTED] of TRS to co-ordinate the recording of all Training programs. This meeting has been scheduled for 1430 hours on 27 March.

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3. Project 51-26, [REDACTED] Preparation in the [REDACTED] Staff study on this problem is proceeding.

25X1A1d 4. Project 52-2, CIA Participation in [REDACTED] Responses have been received from the interested Offices designating candidates for attendance at the School and members of the Ad Hoc Selection Board. The Office of Intelligence Co-ordination, which had previously requested two slots, has now released the slots and will

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be unable to provide candidates for this course. A meeting with representatives of the Comptroller's Office has been scheduled for Monday, 24 March, for preliminary discussion of the financial aspects of the project. Conclusions reached as a result of this discussion will be submitted in a separate report.

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5. Project 52-9, Training for Employee Evaluation. The meeting originally scheduled for last week has now been set up for 21 March with [REDACTED] to discuss the effects of the Career Service Program on the Supervisory Development Program.
6. Project 52-11, Special Weapons Orientation Course. Memoranda have been prepared informing each interested Office of its quota and attendance dates. In addition, a Memorandum has been prepared to all of the Staff and Division Chiefs of OTR (G) requesting indication of interest in filling the OTR slot for the program.

III. Newly Assigned Projects

1. Project 52-14 (Reported as a completed project. See Paragraph I, 1., above)

IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities.
2. Project 51-9, A National Intelligence Course.
3. Project 51-10, Intermediate Intelligence Course.
4. Project 51-11, Basic Intelligence Course.
5. Project 51-14, Cable Preparation Course.
6. Project 51-20, Administrative Support to Field Training Operations.
7. Project 51-21, Area and Language Specialists.
8. Project 51-22, Wartime Role of CIA as it Relates to Mission of O/TR.
9. Project 52-4, A Bill for Training Federal Civilian Officers and Employees.
10. Project 52-5, CIA Employee Improvement.
11. Project 52-8, National Security Presentations.

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